

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Library

AGENDA DATE: 12/07/04

CONTACT PERSON/PHONE: Library, Carol Brey-Casiano, (915) 543-5406

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Temporary Appointment

BACKGROUND / DISCUSSION:

The Library would like to request under-filling a vacant position of Outreach Services Library position with a Library Information Specialist II on a temporary basis. The Library has been unsuccessful to date in filling this vacant position although we are continuing our recruitment efforts.

PRIOR COUNCIL ACTION:

No

AMOUNT AND SOURCE OF FUNDING:

Position has been budgeted under account #53010329-501011-01101-53000.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

CITY CLERK DEPT.
04 NOV 29 PM 2:56



EL PASO PUBLIC LIBRARY

NOV 17 '04 PM 5:00

MEMORANDUM

TO: Terry Bond, Director of Human Resources
FROM: Carol Brey-Casiano, Director of Libraries
DATE: November 5, 2004
SUBJECT: Temporary Appointment

RECEIVED

NOV 10 2004

HUMAN RESOURCES DEPT
ADMINISTRATION

The Library would like to request an ~~extension~~ of a temporary appointment, which is under- filling a vacant Outreach Services Librarian position. The requisition (#030267) was approved several years ago. The Library has been unsuccessful to date in filling this vacant position although we are continuing our recruitment efforts.

Currently Ms. Joy Marion has a temporary appointment to underfill this vacant position. Ms. Marion is working as a Library Information Specialist II. I would like for Ms. Marion to continue in this temporary position. Ms. Marion has many years of library experience and is working on her Master's degree in Library Science. Ms Marion will assist the Library in the Computer Lab, which serves over 4,000 people a month with only 1 half-time permanent employee assigned there and in the Border Heritage Section. Her current appointment ends on December 13, 2004.

Funds for this position are available under:

Department - ID 53010329 (Library Operations Downtown Branch)
Account - 501011 (Part-time Temporary Civilian)
Fund - 01101 (Government Operations)
Class - 53000 (Main Library)

If you need additional information please feel free to contact me, or Grace Sanchez at 543-5417. Thank you.

*Does dept. have the funds? *yes. Centalli*

MC

h:/Personnel/Temp Appointment10/04 - Marion.